APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Georgia World Congress Center 285 International Blvd. NW Atlanta, Georgia 30313 Accounting Department	Application Number **84-9**
Application Number		Date Received: JAN 2 0 1984 — Date Completed: APR 6 1984

2. Person to Contact	Working Title	Telephone Number
Evelyn Mason	Controller	656-7600

3. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series Earliest — Latest	5. Records Series Title *(followed by title used in office; if different)*
1977 — Present	Contract File (Georgia Hall)

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The purpose of the Georgia World Congress Center is to promote, develop and service regional, national and international convention and tradeshow activities within the State of Georgia and to maximize economic benefits derived to the State therefrom.

The Accounting Department is responsible for recording and reporting receipts and disbursements of budgeted funds. Maintains accounting methods and procedures. Personnel, Purchasing and Labor Pool functions are also part of Accounting as well as maintaining all contracts, leases, etc.

7. Record Series Description

This file contains the following documents *(include form numbers and titles, if any):* Attach samples of the file.

Documents relating to:

Maintaining license agreement (contract) with Georgia owned companies for space rental of Georgia Hall.

Included are:

Signed contract, paid invoices and related correspondence.

File is arranged:

Alphabetically by licensee.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old __weekly__; Seven to twelve months old __weekly__; Thirteen to twenty-four months old __weekly__;

twenty-five months and older _____?

9. Annual Rate of Accumulation of Records

Letter-size drawers _____; Legal-size drawers __1__; Shelves _____; Other *(specify)* _____

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YES	NO	10. Questionnaire	(Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?	
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.	
X		c. Is this a vital record?	
	X	d. Does this series have historical or long term research value?	
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?	
	X	f. Is the information contained in this series ever published? If yes, attach copy.	
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.	
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Director of Administrative Services	
	X	i. Is this series (or a major portion of it) regularly microfilmed?	
	X	j. Does the record series result in a computer printout?	

11. Retention Requirements   The following requires the series to be kept:

a. State Law	_____6_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

(O.G.G.A. 9-3-24)
Georgia Code 3-705 states six year limitation of action on simple contracts in writing.
Ga. L 1962 P.156 l

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:
☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

☐ Hold in the current files area _____ month(s) _____ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☐ Transfer to State Records Center; hold _____ year(s); then
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☒ Other (Specify)

Upon expiration of contract, transfer to inactive file. Cut-off inactive file
each calendar year, hold in current file area for 1 year, transfer to local
holding area, then destroy after 6 years.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
[signature]	1-20-84	[signature] Carolyn B. Mason	1-20-84

		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	[signature]	4/3/84
	Secretary of State/Designee	Edward Wheldon	3/30/84
	Attorney General/Designee	[signature]	4-5-84

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